

Teaching with Primary Sources Guide



HOW TO SEARCH THE LIBRARY OF CONGRESS WEB SITES

The Library of Congress has over 200 million items in hundreds of languages. Over 12 million of these rare items are now available online for users worldwide.

The National Digital Library Program is digitizing historical Americana materials from the Library's holdings into online collections. There are currently more than 100 collections in the American Memory Historical Collections. These multimedia collections of photographs, manuscripts, rare books, maps, recorded sound, and moving pictures are grouped according to themes.

It is important to note that the Library of Congress Web sites currently do not accept Boolean indicators such as quotation marks, NOT, or addition marks. The Library is currently testing out a new search engine that can search all of the largest sections of the Library's site from one search box. For the first time you can search the largest sections of the Library's site from one search box. Try out the Beta version of this search tool at: <http://www.loc.gov/search/new/>.

How do you know what is available?

There are many ways to search the collections, though finding exactly what you are looking for may take some digging and persistence. Get started with searching:

- American Memory Search
http://memory.loc.gov/learn/start/gs_srch_amm.html
You can also go directly to the American Memory [Collection Finder](#) page, where the collections are grouped in a variety of categories.
- The Library of Congress Site Search
http://memory.loc.gov/learn/start/gs_srch_loc.html
The main page of the [Library of Congress](#) has a search box (in the top right corner) that searches the entire Web site, excluding the online catalog of books.
- Pathfinders for Browsing
http://memory.loc.gov/learn/start/gs_src_path.html
Pathfinders on the Learning Page are a good starting point for learning more about how the collections are organized.
- The Learning Page Site Search
<http://memory.loc.gov/learn/index.html>
The main page of the Learning Page has a search box in the top right corner that searches the Web site for content of specific interest to educators.

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Search Tools

For more advanced instructions on searching the American Memory collections, including suggested lists of synonyms, try these links.

- Finding Items in American Memory
<http://memory.loc.gov/learn/start/find.html>
- Synonym List
<http://memory.loc.gov/learn/start/synonym.html>
- Search Tips for American Memory
http://memory.loc.gov/ammem/help/search_help.html
- Searching Full Text in American Memory
<http://lcweb2.loc.gov/ammem/searchtp/amtext.html>
- What American Memory Resources are Included in this Search?
<http://lcweb2.loc.gov/ammem/mdbnote.html>

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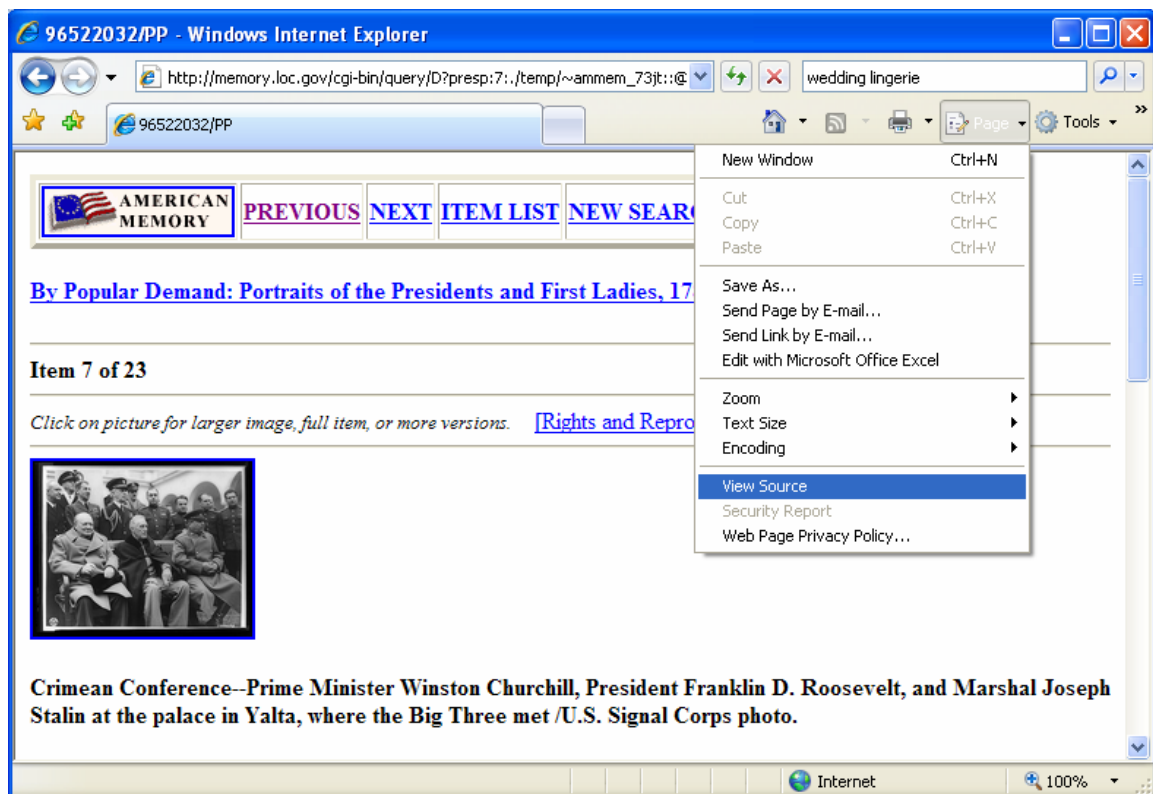
CITING LIBRARY OF CONGRESS PRIMARY DOCUMENTS

A search in the American Memory collections yields web pages which are assembled "on the fly" in response to your particular request. Frequently, "/temp/" appears as part of the URL shown in the Address/Location window of the page.

This is frustrating for users who carefully bookmark their "finds" because a temporary page cannot be called up at a later date. With just a bit more work, however, you CAN get a permanent URL through the process outlined below.

Find the URL:

1. Search for the item within the collections.
2. Check to see if the permanent URL address appears at the bottom of the bibliographic (item) record screen. It will begin with <http://>. If it does, this will be the address you will cite and use to locate the item later on.
3. Click the "Page" button on the web browser menu bar and select **View Source** (or Document Source or Source, depending on your browser).



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4. A new window will open showing the HTML formatting tags for the page you received from your search. Scroll to the bottom of this new window.
5. You will see:

<!-- The following URL will result in display of this document -->
and on the next line a long URL enclosed in <!-- and -->.

Example:

```
<!-- http://memory.loc.gov/cgi-  
bin/query/r?ammem/presp:@field(NUMBER+@band(cph+3a10098)) -->
```

Copy the URL:

1. Highlight and copy the complete URL, including final parentheses (but not <!-- or -->).

Example:

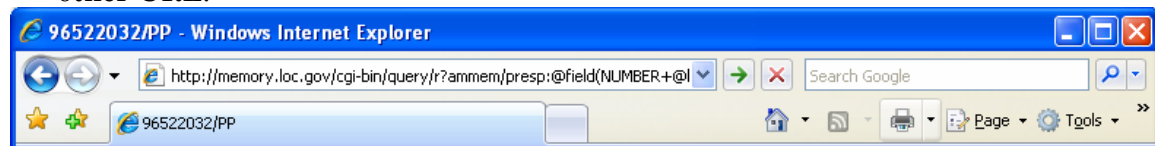
```
http://memory.loc.gov/cgi-  
bin/query/r?ammem/presp:@field(NUMBER+@band(cph+3a10098))
```



2. Close the window displaying the HTML formatting tags.

Check the URL:

1. Paste the URL in your browser's Address/Location window, as you would any other URL.



2. To test the URL, press the Enter or Return key on your keyboard. If the browser brings up the correct item, you now have the permanent URL!

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NOTE: Microsoft Word often does not include the closing parentheses in the hyperlink. In order to fix this, complete the following steps.

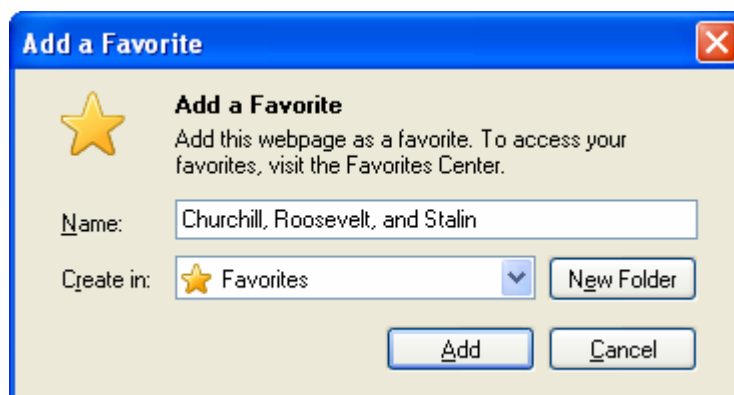
- Click and drag over the entire link to highlight it.
- Right click and choose "Edit Hyperlink."
- In the hyperlink reference box, move your cursor to the end of the hyperlink and add the parentheses (one or two, as appropriate) and hit enter.

Bookmark the page:

- With the tested URL in the Address/Location window of the browser, you can now bookmark the web page.
- Click the Add to Favorites button on the Internet Explorer menu bar.



- Rename the bookmark to be more descriptive and click the OK button.



Link the URL:

- Paste the permanent URL into your web page/HTML as the permanent link.

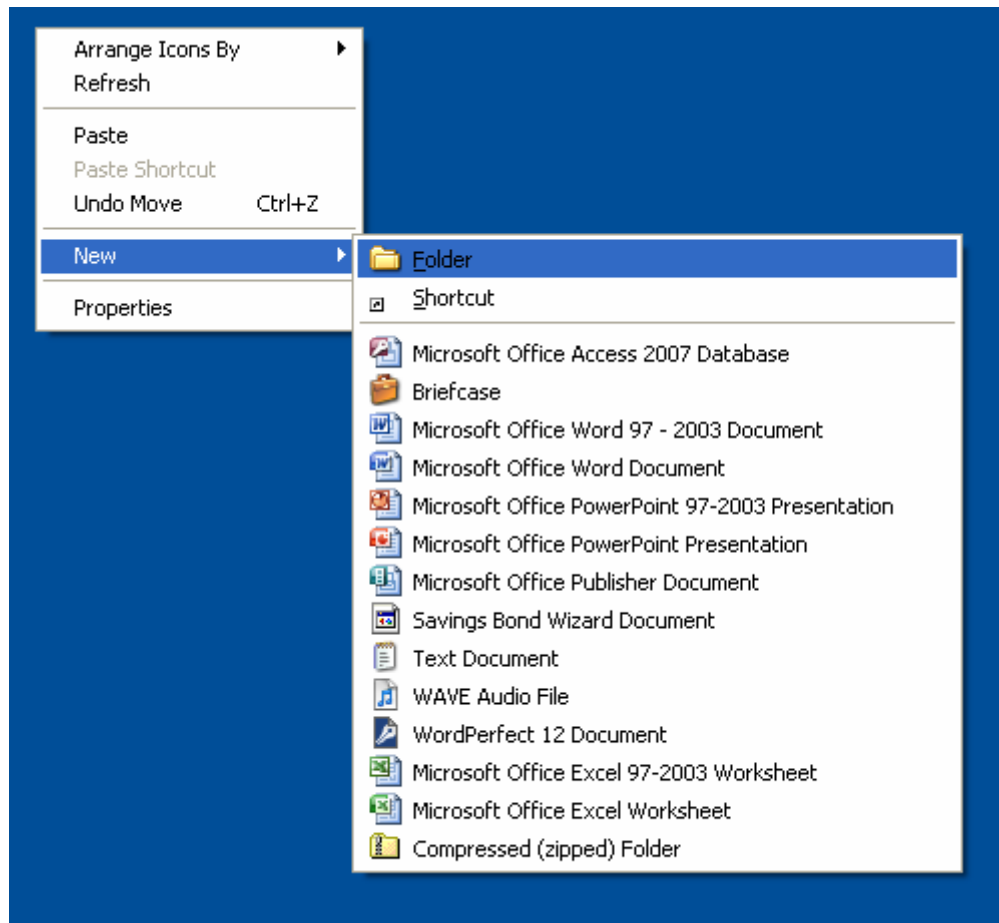
Note: This guide sheet has been adapted from "[How To Link & Bookmark in American Memory](#)" in The Learning Page: Getting Started.

[<http://memory.loc.gov/ammem/ndlpedu/start/tech/link.html>] (July 2, 2004)

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CREATING A FOLDER ON THE DESKTOP

1. To create a new folder on the desktop, right click on an empty area of the desktop.
2. Select New on the Menu.
3. Click on Folder, which is the first item on the list.



4. Type in a name for the folder and hit enter.



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IMAGE FILE TYPES

TIFF

- Stands for Tagged Image File Format
- Ideal for printing and enlarging
- Does not work well in PowerPoint
- Large file size
- .tif extension

JPEG

- Stands for Joint Photographic Experts Group
- Ideal for websites, e-mail, and PowerPoint presentations
- Does not resize well
- Small file size
- .jpg extension

GIF

- Stands for Graphics Interchange Format
- Used most commonly on the web
- Small file size
- .gif extension

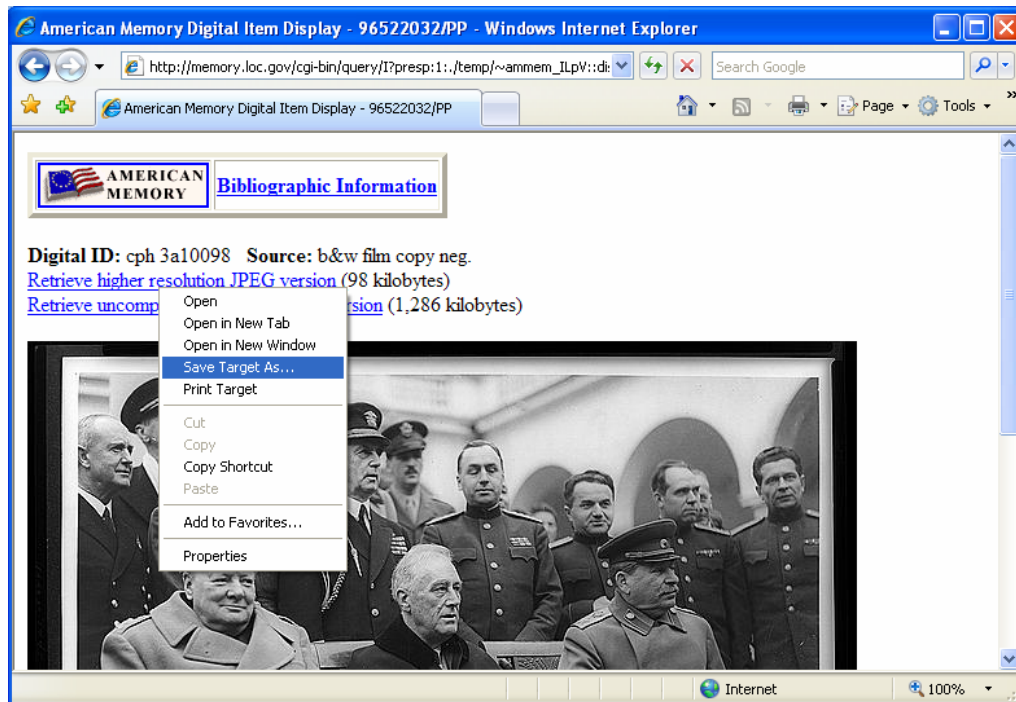
BMP

- Microsoft bitmapped file
- Used for some printing and desktop wallpaper
- Large file size
- .bmp extension

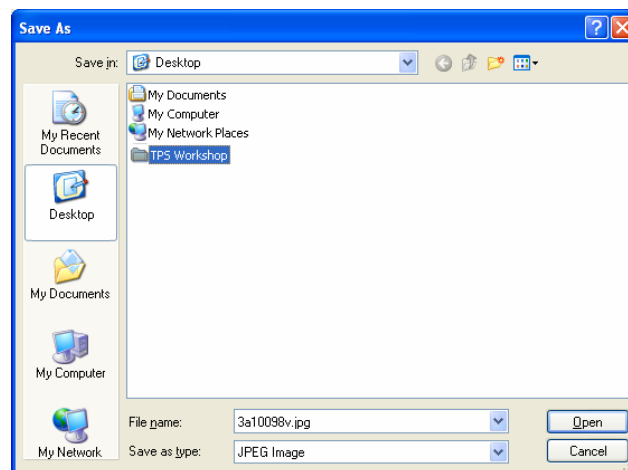
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SAVING AN IMAGE FROM THE LIBRARY OF CONGRESS

1. On the page with the large picture, right click on the link for the correct file type and choose Save Target As. If “Save Target As” is not one of your choices, pick “Save Picture As” instead.

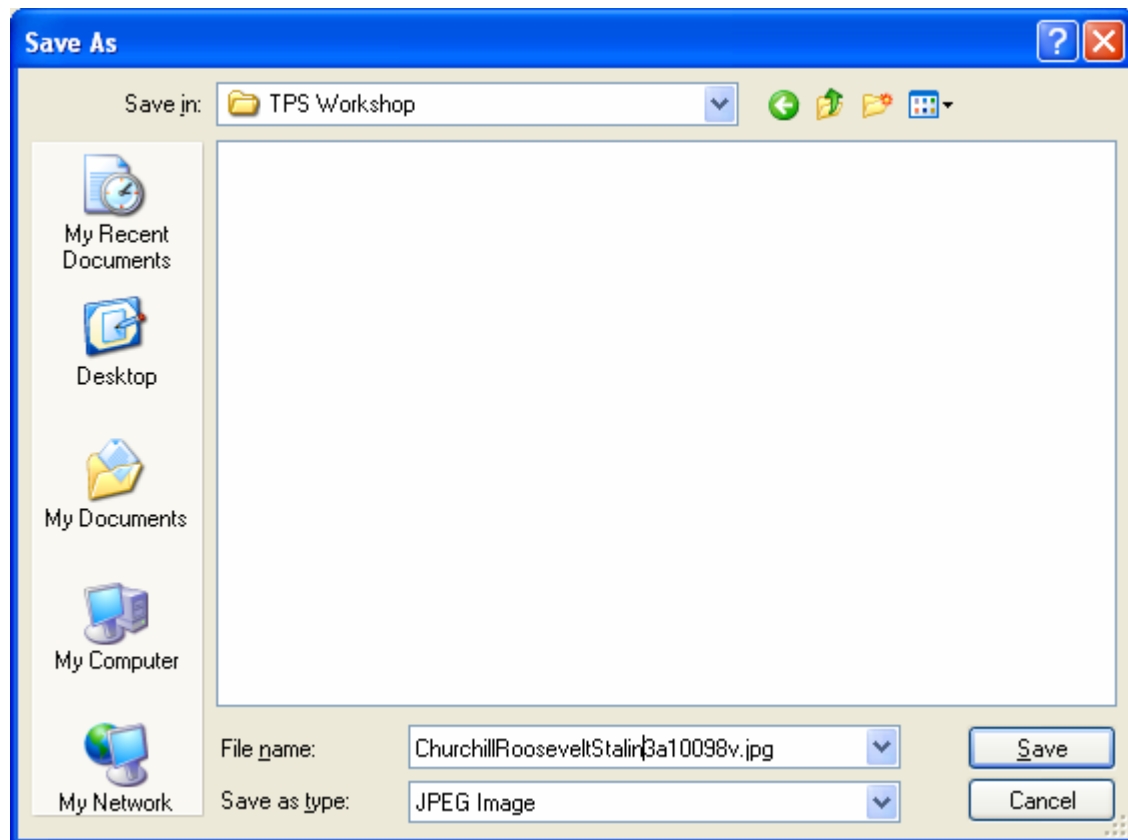


2. Click on the Desktop icon to the right of the Save As box and the double click the TPS Workshop folder.



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3. Click once in front of the number for the picture and type in a descriptive name. Do not erase the number that is there.
4. Click on the Save button to save the picture.

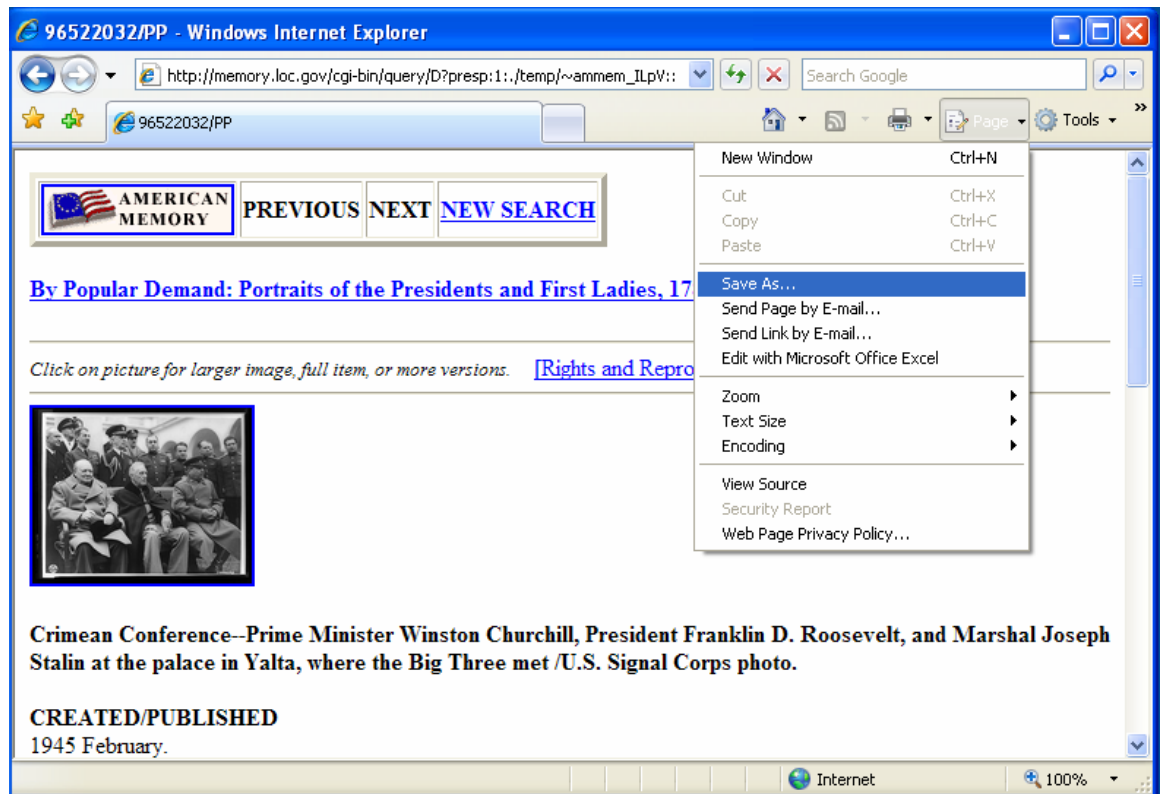


5. Click on the Bibliographic Information link.



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6. When the Bibliographic Information page comes up, click on the Page button and then select Save As.



7. Navigate to the TPS Workshop folder and save with an appropriate title as described in steps 2 through 4 above.